

Here is a brief description of the changes/updates to the classified handbook that was last updated in 2020. All items (or sections) of note are highlighted in the handbook.

Pg. 12 - **Eligibility Requirement for A Year of Service Credit** - this is clarification on the requirement(s) for an employee to receive a year of service.

Pg. 14 - **Termination** - this is simply clarifying in writing our current practices on paying out vacation time upon termination. This item is not specified in the current version of the classified handbook.

Pg. 14 - **Resignation** - this is clarification on how much advance notice an employee should give when resigning. This item is not specified in the current version of the classified handbook.

Pg. 14 - **Retirement** - this is clarification on how much advance notice an employee should give when retiring. This item is not specified in the current version of the classified handbook.

Pg. 28 - **Scheduled E-Learning Days....** - updated to implement the same policy used for Scheduled E-Learning Days to include Performance Qualifying Release Days.

Pg. 36 - **Bereavement Leave** - this is clarification on bereavement leave during an employee's probationary period.

Pg. 36 - **Funeral Leave** - this is clarification on funeral leave during an employee's probationary period.

Pg. 37 - **Paid Holidays** - updated dates for clarification of when holidays are observed.

Pg. 38 - **Paid Holidays Cont'd** - this is clarification on classes that are eligible for paid holidays and the requirements to receive paid holidays. The 2021-2022 contract year is a 261 work day contract. Therefore an additional paid holiday (floating day) will be added to eligible employees.

Pg. 45 - **Overtime** - this is clarification that Facility Rental (outside events) hours worked will not count toward overtime. The rate of pay for Facility Rental is a higher rate than most, if not all, staff members' rate of overtime pay.